

EQUAL OPPORTUNITY AND TREATMENT (EOT) COMPLAINT PROCESS

The Air Force's EOT program is designed to ensure that all military members and their dependents are allowed to live and work in an environment free of discrimination in accordance with the laws of the United States. It is encouraged that all military members discuss problems of discrimination with their immediate supervisor and unit commander in an attempt to resolve the issue at unit level.

The EOT complaint process is described in AFI 36-2706, section 4D – EOT Complaints. The EOT complaint process is a means for military members to informally or formally resolve complaints of unlawful discrimination and sexual harassment. Unlawful discrimination is unfair treatment based on race, color, sex, religion, or national origin. Every effort should be made to solve the problems of a discriminatory nature within the chain-of-command at the lowest possible level; however, complaints of discrimination may be filed with the Military Equal Opportunity office without fear of retaliation or reprisal. Civilian complainants should also contact an Equal Employment Office (EEO) representative at 256-3770 for specific EEO complaint procedures and assistance.

INFORMALLY RESOLVING EOT COMPLAINTS:

1. Confront the offender either verbally or in writing. Use common courtesy and try not to create a more hostile environment. Tell or give the offender a description of the unwelcome behavior, when it happened, a clear message that you want it to stop, and a warning that if the behavior does not stop, you will take further action. You may ask another person (i.e., coworker) to talk to the offender for you.
2. Keep records. Include each event, date, time, location, what happened, what was said, how you felt, and the names of witnesses or others that overheard or were also victimized by the offender.
3. Go to the supervisor or others in your chain-of-command to seek resolution of the situation.
4. Use the Mediation process to mutually resolve disputes. Contact Military Equal Opportunity staff or unit CC for mediation assistance.

FORMALLY RESOLVING EOT COMPLAINTS

If you feel uncomfortable or are unable to resolve the issue with the informal process, talk to the Military Equal Opportunity office or other outside agencies and consider submitting a formal complaint.

1. If you decide to file a formal complaint with EOT staff, the allegations of discrimination are documented on AF Form 1587 with your signature.
2. A complaint clarification process is performed by EOT staff to determine if a reasonable probability exists that discrimination occurred. Complaints are clarified by EOT staff interviewing alleged offender(s) and any witnesses, and reviewing necessary reports or other information. This process results in a complaint clarification report.
3. The complaint clarification report is reviewed by Staff Judge Advocate.
4. The commander is briefed and determines the need for an inquiry or investigation.
5. The Inspector General appoints an inquiry/investigation officer when appropriate.
6. The commander is briefed and determines whether or not discrimination occurred and takes necessary disciplinary or corrective measures when appropriate.
7. The Wing Commander reviews completed complaint files.

8. Military Equal Opportunity office briefs the complainant of the final results and maintain complaint case file.

932 AW VA 36-103

8 August 1999